

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** January 28, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: CFO QUARTERLY MEETING

The next quarterly meeting of the Chief Financial Officers will be held as follows:

DATE: February 12, 2002

TIME: 1:00 – 4:00 PM

PLACE: ARNOLD CONFERENCE CENTER
HOWARD CENTER
CRANSTON, RI

AGENDA: 1) RI-SAIL Policies and Procedures
2) Submission of FY03 Purchase Requisitions

Please make every effort to attend this meeting.

/hh
CFO:02-28